

IN-STATE APPLICANT FOR EMPLOYMENT, LICENSURE, or PRE-SERVICE TEACHER paying for your own state and federal criminal records check, follow these steps:

APPLICANT IS INITIATING THE BACKGROUND CHECK	INSTRUCTIONS	WEBSITE LOCATIONS
<p>“APPLICANT“</p> <ul style="list-style-type: none"> For Licensure (first license, reciprocity, renewal, pre-service teacher) For Classified Employment For Licensed - Transfer of Employment 	<p>STEP ONE</p> <p>Read the instructions given on the Online Payments for ASP and FBI document.</p> <ul style="list-style-type: none"> Pay online with a debit or credit card. Print the receipt. 	<p>Go to www.arkansased.gov</p> <p>Choose “B” for Background Checks</p> <p>Online Payment Instructions are under “Related Files” on the right side of the web page, choose:</p> <p style="text-align: center;">Instructions for Payment for Online ASP and FBI Background Checks</p> <p>Online Payment Webpage: www.ar.gov/ADEbackground</p>
	<p>STEP TWO</p> <p>Complete the ONLINE CONSENT FORM.</p> <ul style="list-style-type: none"> Print the form when completed. (The applicant may download the form to a mobile device.) 	<p>Online Consent Form:</p> <p>Go to www.arkansased.gov</p> <p>Choose “B” for Background Checks – form is on the page</p> <p>or</p> <p>Copy and paste link: http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx</p>
	<p>STEP THREE</p> <p>Go to a live scan fingerprinting location* for fingerprinting, and bring with you:</p> <ul style="list-style-type: none"> A copy of the receipt with the transaction number (an electronic copy is acceptable) A copy of the Online Consent Form (an electronic copy is acceptable) Your government-issued photo ID 	<p>Go to www.arkansased.gov, choose “B” for Background Checks</p> <p>Under “Related Files” on the right side of the web page, choose:</p> <p style="text-align: center;">List of Approved Live Scan Locations Map of Education Service Cooperatives</p>

* Local law enforcement offices do NOT typically offer live scan fingerprinting for school employees.

* If electronic fingerprinting is not used or the fingerprints cannot be obtained by electronic fingerprinting, the applicant must obtain an **ADE preprinted fingerprint card**. **NO OTHER FINGERPRINT CARD IS ACCEPTED**. If a fingerprint card other than an ADE preprinted fingerprint card is used, the fingerprint card will be returned to the applicant, who will have to be re-fingerprinted. Note that a background check using a fingerprint card will take longer to process.

* If fingerprints are rejected by the FBI, the applicant will be asked to obtain inked fingerprints. The State Police will send the applicant a letter and the instructions in that letter should be followed explicitly. If the inked fingerprints are also rejected, the FBI will conduct a records check using the applicant's name.